Memorandum

Date:

January 8, 2010

To:

Castaic Inspection Facility

Attention: Lieutenant M. T. Hoose

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

TODA

Office of the Assistant Commissioner, Inspector General

File No.:

005.9968.17044.010

Subject:

2009 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Castaic Inspection Facility was conducted on August 3, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that California Highway Patrol inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including weapons, was completed by the Property Inspector (PI) on December 15, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across three property areas: general inventory control, telecommunications, and weapons (see Attachments B, C, and D). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 135 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 44 items when rounded up to the next whole number (d).

Castaic Inspection Facility Page 2 January 8, 2010

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	65	48.15%	20.70	21
Telecommunications	37	27.41%	11.79	12
Fleet	0	0.00%	0.00	0
Weapons	33	24.44%	10.51	11
Total	135		,	44

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 43 of the 44 items were located. One item could not be located (Control Head – Mobile). Furthermore, one of the 43 located items needs a replacement tag and one item requires a correction be made to the property record. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 25 of the 27 items reconciled. One item requires a correction be made to the property record and one item was not listed on the appropriate OPI inventory list. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by April 8, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Castaic Inspection Facility Page 3 January 8, 2010

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

M. C. A. SANTIAGO, CIR

Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field Southern Division Fiscal Management Section Telecommunications Section Office of Inspections, Audits Unit

ATTACHMENT A

OFFICE OF INSPECTIONS, AUDIT UNIT PROPERTY INSPECTION DISCREPANCY REPORT CASTAIC INSPECTION FACILITY - 541 December 15, 2009

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
19" LCD INCLUDES HEIGHT ADJUSTABLE STAND 158387	158387			×			Replacement tag needed.
19" LCD INCLUDES HEIGHT ADJUSTABLE STAND 158389	158389			×			Replacement tag needed. Item located on-site in telenhone/server room
SWITCH	145325		×				Database lists item at Information Technology Section.
Hand-Held Radio	R61983			×			Item assigned to employee D#10484.
Control Head - Mobile	R95307	×					Item not located.

ATTACHMENT B

CALIFORNIA HIGHWAY PATROL 2009 ICU PROPERTY RECORD INSPECTION REPORT CASTAIC INSPECTION FACILITY - 541

ATTACHMENT B

108290 CAMERA VIDEO SURVEILLANCE WICOMPUTENZOOM X X X X X X X X X	108269 108269 113296 113296 113297 126424 126424 127492 137556 144634 144634 154319 1 154319 1 154334	SPECTION LIST TO EQUIPMENT					
108269 CAMERA VIDEO SURVEILIANCE W/COMPUTER/ZOOM X 113296 CAMERA VIDEO SURVEILIANCE X 113297 CAMERA VIDEO SURVEILIANCE X 119691 CAMERA 126424 TV/VCR COMBINATION X 127492 PRINTER 137556 HAND HELD RADAR UNIT AS001308 X 14634 COPIER, DIGITAL DUPLEX MULTI-FUNCTION X X 14837 LAPTOP L3CA339 X X 14837 LAPTOP CARZA330F3 X X 154319 COMPUTER MXL7330F3 X X 154326 COMPUTER MXL7330F3 X X 154331 COMPUTER MXL7330F3 X X 154334 COMPUTER MXL7330F3 X X 157949 PRINTER MXL7330F3 X X 157949 PRINTER MXL7330F3 X X 157949 PRINTER CAMERA DIGITAL ZOOM X X	108269 113296 113297 119691 126424 127492 137556 144634 148837 149001 154319 154316 154331 154334 157355			-			
113296 CAMERA VIDEO SURVEILLANCE X X 113297 CAMERA VIDEO SURVEILLANCE X X 119691 CAMERA VIDEO SURVEILLANCE X X 126424 TVIVCR COMBINATION USQX112862 X 127492 PRINTER X X 137556 HAND HELD RADAR UNIT AS001308 X 144634 COPIER, DIGITAL DUPLEX MULTI-FUNCTION L3CA339 X 148837 LAPTOP L3CA339 X 148837 LAPTOP COMPUTER MXL7330F8G 154316 COMPUTER MXL7330F8G X 154326 COMPUTER MXL7330F8G X 154331 COMPUTER MXL7330F8G X 154334 COMPUTER MXL7330F8G X 157949 PRINTER COMPUTER X 157946 PRUTER COMPUTER X 157946 CAMERA DIGITAL ZOOM X X 163766 CAMERA DIGITAL ZOOM X X	113296 113297 119691 126424 127492 137556 144634 148837 149001 154319 154316 154334 154334 157355	CAMERA VIDEO SURVEILLANCE W/COMPUTER/ZOOM	Į	×			
113297 CAMERA VUDEO SURVEILLANCE X X 119691 CAMERA X X 126424 TVVCR COMBINATION X X 127492 PRINTER X X X 137556 HAND HELD RADAR UNIT AS001308 X X 14634 COPIER, DIGITAL DUPLEX MULTI-FUNCTION L3CA339 X X 14837 LAPTOP L3CA339 X X 14837 LAPTOP CORRAGO X X 154319 COMPUTER MXL7330F3C X X 154326 COMPUTER MXL7330F3C X X 154331 COMPUTER MXL7330F3C X X 154334 COMPUTER MXL7330F3T X X 157949 PRINTER COMVEDTAS HEIGHT ADJUSTABLE STAND X X 157846 CAMERA DIGITAL ZOOM X X X 16376 CASSETTE RECORDER POS41H0003 X X X 91328	113297 119691 126424 127492 137556 144634 148337 149001 154319 154326 154334 154334 157355	CAMERA VIDEO SURVEILLANCE		×			
119691 CAMERA 126424 TVYCR COMBINATION X 127492 PRINTER X 137556 HAND HELD RADAR UNIT AS001308 X 144634 COPIER, DIGITAL DUPLEX MULTI-FUNCTION L3CA339 X 148837 LAPTOP X X 149001 PRINTER MXL7330F3G X 154319 COMPUTER MXL7330F3G X 154326 COMPUTER MXL7330F3G X 154334 COMPUTER MXL7330F3G X 154335 COMPUTER MXL7330F3G X 154336 COMPUTER MXL7330F3G X 154337 COMPUTER MXL7330F3G X 154336 COMPUTER X X 157349 PRINTER X X 157949 PRINTER X X 157949 PRINTER RECORDER POS41H0003 X X 163766 CAMERA DIGITAL ZOOM X X 19127 CA	119691 126424 127492 137556 144634 148837 149001 154319 154326 154331 157334 157334	CAMERA VIDEO SURVEILLANCE		×			
126424 TV/VCR COMBINATION X COMEA X	126424 127492 137556 144634 148837 149001 154319 154326 154334 157334 15735	CAMERA		×			
127492 PRINTER 137556 HAND HELD RADAR UNIT AS001308 X P 144634 COPIER, DIGITAL DUPLEX MULTI-FUNCTION L3CA339 X P 148837 LAPTOP L3CA339 X P 149001 PRINTER CONRUTER X P 154319 COMPUTER MXL7330F3R X P 154334 COMPUTER MXL7330F3R X P 154335 COMPUTER MXL7330F3R X P 154336 COMPUTER MXL7330F3R X P 157935 PROJECTOR MXL7330F3R X P 157949 PRINTER COWPUTER X X 157955 PROJECTOR X X X 163766 CAMERA DIGITAL ZOOM X X X 91327 CASSETTE RECORDER POSA1H0003 X X X 91328 CASSETTE RECORDER POSA1H0003 X X X 91328 CA	127492 137556 144634 148837 149001 154319 154326 154331 154334 157334	IV/VCR COMBINATION		×			
137556 HAND HELD RADAR UNIT AS001308 X C 144634 COPIER, DIGITAL DUPLEX MULTI-FUNCTION L3CA339 X P 148837 LAPTOP CNRXL67389 X P 149001 PRINTER CNRXL7330F8G X P 154319 COMPUTER MXL7330F8G X P 154334 COMPUTER MXL7330F3T X P 154334 COMPUTER MXL7330F3T X P 157949 PRINTER MXL7330F3T X P 157955 PROJECTOR MXL7330F3T X X 157956 PROJECTOR MXL7330F3T X X 157955 PROJECTOR MXL7330F3T X X 157956 CAMERA DIGITAL ZOOM S X X 91327 CASSETTE RECORDER POS41H0003 X X X 91328 CASSETTE RECORDER POS41H0003 X X X 91328 CASSETTE RECORDER POS41H0003 X <td>137556 144634 148837 149001 154319 154326 154331 157334 157949</td> <td>PRINTER</td> <td>USQX112862</td> <td>×</td> <td></td> <td></td> <td></td>	137556 144634 148837 149001 154319 154326 154331 157334 157949	PRINTER	USQX112862	×			
144634 COPIER, DIGITAL DUPLEX MULTI-FUNCTION X X X 148837 LAPTOP L3CA339 X X 149001 PRINTER CNRXL67389 X X 154319 COMPUTER MXL7330F7R X X 154331 COMPUTER MXL7330F7R X X 154334 COMPUTER MXL7330F7R X X 154334 COMPUTER MXL7330F3R X X 157949 PRINTER COMPUTER X X 157955 PROJECTOR MXL7330F3T X X 157955 PROJECTOR X X X 153366 CAMERA DIGITAL ZOOM X X X 91327 CASSETTE RECORDER POS41H0003 X X X 91328 CASSETTE RECORDER POS41H0003 X X X 91328 CASSETTE RECORDER POS41H0003 X X X	144634 148837 149001 154319 154326 154331 154334 157949	HAND HELD RADAR UNIT	AS001308	×			
148837 LAPTOP L3CA339 X P 149001 PRINTER CNRXL67389 X P 154319 COMPUTER MXL7330F3R X P 154334 COMPUTER MXL7330F3R X P 154334 COMPUTER MXL7330F3T X P 157949 PRINTER MXL7330F3T X P 157955 PROJECTOR LSAVQB74500205 X P 157955 PROJECTOR LSAVQB74500205 X X 163766 CAMERA DIGITAL ZOOM LSAVQB74500205 X X 91327 CASSETTE RECORDER P0541H0003 X X X 91328 CASSETTE RECORDER P0541H0003 X X P 91328 PRINTER LJ4SI P030979 X X P	148837 149001 154319 154326 154331 154334 157949	COPIER, DIGITAL DUPLEX MULTI-FUNCTION		×			
149001 PRINTER 154319 COMPUTER 154319 COMPUTER 154326 COMPUTER 154331 COMPUTER 154334 COMPUTER 154334 COMPUTER 154334 COMPUTER 157949 PRINTER 157955 PROJECTOR 157956 PROJECTOR 163766 CAMERA DIGITAL ZOOM 163766 CAMERA DIGITAL ZOOM 91327 CASSETTE RECORDER P0541H0003 91328 CASSETTE RECORDER P0541H0003 96522 PRINTER LJ4SI P030979	149001 154319 154326 154331 154334 157949	CAPTOP	L3CA339	×			
154319 COMPUTER 154326 COMPUTER 154331 COMPUTER 154334 COMPUTER 154334 COMPUTER 154334 COMPUTER 157949 PRINTER 157955 PROJECTOR 157956 CAWERA DIGITAL ZOOM 153387 19" LCD INCLUDES HEIGHT ADJUSTABLE STAND 163766 CAMERA DIGITAL ZOOM 91327 CASSETTE RECORDER P0541H0003 91328 CASSETTE RECORDER P0541H0003 95328 PRINTER LJASI P030979	154319 154326 154331 154334 157949 157955	PRINTER	CNRXL67389	×			
154336 COMPUTER MXL7330F7R X P 154331 COMPUTER MXL7330F31 X P 154334 COMPUTER MXL7330F5T X P 157949 PRINTER CNWBF95878 X P 157955 PROJECTOR ISAVQB74500205 X P 158387 19" LCD INCLUDES HEIGHT ADJUSTABLE STAND X X X 163766 CAMERA DIGITAL ZOOM X X X 91327 CASSETTE RECORDER P0541H0003 X X X 91328 CASSETTE RECORDER P0541H0003 X X X 96522 PRINTER LJ4SI P030979 USHB704814 X P P	154326 154331 154334 157949 157955	COMPUTER	MXL7330F8G	×			
154331 COMPUTER 154334 COMPUTER X A P 157949 PRINTER CNWBF95878 X P 157955 PROJECTOR ISAVQB74500205 X P 157956 PROJECTOR X X X 163766 CAMERA DIGITAL ZOOM X X X 91327 CASSETTE RECORDER P0541H0003 X X X 91328 CASSETTE RECORDER P0541H0003 X X X 96522 PRINTER LJ4SI P030979 USHB704814 X X P	154331 154334 157949 157955	COMPUTER	MXL7330F7R	×			
154334 COMPUTER X X CNWBF95878 X CNWBF95878 X CNWBF95878 X PROTECTOR 157955 PROJECTOR 1SAVQB74500205 X X X X 158387 19"LCD INCLUDES HEIGHT ADJUSTABLE STAND X X X X 163766 CAMERA DIGITAL ZOOM X X X X 91327 CASSETTE RECORDER P0541H0003 X X X X 91328 CASSETTE RECORDER P0541H0003 X X X X 96522 PRINTER LJ4SI P030979 USHB704814 X X X	154334 157949 157955	COMPUTER	MXL7330F31	×			
157949 PRINTER 157955 PROJECTOR ISAVQB74500205 X X 158387 19" LCD INCLUDES HEIGHT ADJUSTABLE STAND X X X 163766 CAMERA DIGITAL ZOOM X X X 91327 CASSETTE RECORDER P0541H0003 X X X 91328 CASSETTE RECORDER P0541H0003 X X X 96522 PRINTER LJ4SI P030979 USHB704814 X X X	157949	COMPUTER	MXL7330F5T	×			
157955 PROJECTOR ISAVQB74500205 X X 158387 19" LCD INCLUDES HEIGHT ADJUSTABLE STAND X X X 163766 CAMERA DIGITAL ZOOM X X X 91327 CASSETTE RECORDER P0541H0003 X X X 91328 CASSETTE RECORDER P0541H0003 X X X 96522 PRINTER LJ4SI P030979 USHB704814 X X	157955	PRINTER	CNWBF95878	×			
158387 19" LCD INCLUDES HEIGHT ADJUSTABLE STAND X X 163766 CAMERA DIGITAL ZOOM X X 91327 CASSETTE RECORDER P0541H0003 X X 91328 CASSETTE RECORDER P0541H0003 X X 96522 PRINTER LJ4SI P030979 USHB704814 X		PROJECTOR	1SAVQB74500205	×			
163766 CAMERA DIGITAL ZOOM X R 91327 CASSETTE RECORDER P0541H0003 X X 91328 CASSETTE RECORDER P0541H0003 X X 96522 PRINTER LJ4SI P030979 USHB704814 X	158387	19" LCD INCLUDES HEIGHT ADJUSTABLE STAND		×		×	Replacement tag needed.
91327 CASSETTE RECORDER P0541H0003 91328 CASSETTE RECORDER P0541H0003 96522 PRINTER LJ4SI P030979	163766	CAMERA DIGITAL ZOOM		×			
91328 CASSETTE RECORDER P0541H0003 96522 PRINTER LJ4SI P030979 USHB704814	91327	CASSETTE RECORDER P0541H0003		×			
96522 PRINTER LJ4SI P030979 USHB704814	91328	CASSETTE RECORDER P0541H0003		×			
	96522	PRINTER LJ4SI P030979	USHB704814	×			

2009 ICU PROPERTY RECORD INSPECTION REPORT CASTAIC INSPECTION FACILITY - 541 **CALIFORNIA HIGHWAY PATROL**

TO INVENTORY LIST SERIAL# Y N A T C OTHER TO INVENTORY LIST CAMERA, DIGITAL 173346 X S <th></th> <th>lone/server room.</th>																							lone/server room.
## N A T T T T T T T T T T T T T T T T T T	OTHER								>						Replacement tag needed.								Item located on-site in teleph
173546 X	ပ														×								
SERIAL # Y N 173546 X IMX0721L0Z4 X EBB1LJC127 X I70K1662 X I70K1662 X I70K1662 X CNRXR08652 X MXL7330FG3 X MXL7330FG3 X MXL7330FG3 X CNRXY28687 X CNRXY28687 X AS0820131716 X AS0820131716 X AS0820123388 X P4X00903 X P4X00903 X MY0B6121VG X MY0B6121VG X	H																						
173546 X 173546 X 170K1662 X 170K1662 X 170K1662 X 170K1663 X 170K1663 X 170K1662 X 170K1662	\dashv																						
SERIAL # 173546 173546 170K1662 170K1662 170K1662 170K1662 MXL7120LN0 CNRXR08652 MXL7330FGJ MXL7330FGJ MXL7330FJM CNRXY28687 CNRXY28687 CNRXY28687 AS0820131716 AS0820122388 34150427 P4X00903 SE0820287 MY0B6121VG	\dashv		<u>×</u>	×	×	×	×	×	×	×	×	×	×	×	×	<u>×</u>	×	×	×	×	> <		
								, ,														Ë	
	SERIAL #		173546	JMX0721L0Z4	EBB1LJC127	170K1662		MXL7120LN0	CNRXR08652	MXL7330FG3	MXL7330FGJ	MXL7330F7M	CNRXY28687			AS0820131716	AS0820122388	34150427	P4X00903	SE0820287	MY0B6121VG	PROPERTY LIS	
	DESCRIPTION	EQUIPMENT TO INVENTORY LIST	CAMERA, DIGITAL	ROUTER	FILE SERVER	DVD PLAYER	COPIER, DIGITAL SIMPLEX MULTI-FUNCTIONAL	COMPUTER	PRINTER	COMPUTER	COMPUTER	COMPUTER	PRINTER	19" LCD INCLUDES HEIGHT ADJUSTABLE STAND	19" LCD INCLUDES HEIGHT ADJUSTABLE STAND	Uninterruptable Power Source	Uninterruptable Power Source	CAMERA 35MM SUPER DATE GDGRS	RECORDER	REFRIGERATOR 20 CUBIC FTP0541D5003	PRINTER DESKJET 950C #040D2001	EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND I	
UIPMEN UIPMEN 115525 130664 132270 142389 144637 154330 154330 154330 154343 158388 158389 164560 164561 82498 94337 AF01943		EQ		2	3	4	2	9	7	∞	6	10	11	12	13	4	15	91	17	18	19	EQU	

ATTACHMENT C

2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT CASTAIC INSPECTION FACILITY - 541 **CALIFORNIA HIGHWAY PATROL**

ATTACHMENT C

	ASSEI #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	X	۷ Z	ĭ	C	OTHER	
8	KTY INS	PROPERTY INSPECTION LIST TO EQUIPMENT	MENT								
F2344	44	Transfer Switch				×	-				
R10	R100165	Cellular Telephone	1		07613572395	×					
R61	R61229	Hand-Held Radio	12185		402AWUF219	×	_				
R61	R61867	Hand-Held Radio	11447		402AWUE958	×	_	1			
R61923	923	Hand-Held Radio	11408		402AWUF049	×					
R61978	978	Hand-Held Radio	11957		402AWUG319	×					
R61983	983	Hand-Held Radio	10481		402AWUG293	×			H EX	Item assigned to employee ID#10484.	
R61	R61989	Hand-Held Radio	:09525		402AWUF159	×					
R62102	102	Hand-Held Radio	10752		402AWUE878	×	-		-		
R87102	102	Telephone System				×			-		
R88	R88973	Battery Charger - Radio				×	-			X.	150
R95307	307	Control Head - Mobile	C1747P	E903144			×	1	유	Item not located.	
			£	± = = = = = = = = = = = = = = = = = = =					-	9	
M	TENT T	FOLITPMENT TO INVENTORY LIST	ii 2				-	Š	÷		
	TANGE	O EVVENTORY DASI	1 (44)		100						
F2341	41	Generator		1	1273272	×					
R60	R60894	Battery Charger - Radio				×			-		
R60895	895	Battery Charger - Radio				×		1	-		
R60951	1981	Battery Charger - Radio				×					
R70	R70652	Battery Charger - Radio	3			×					
R76	R76026	Announcer - Telephone			4130	×	-	İ	-		

ATTACHMENT D

Department of California Highway Patrol Complete Area Inventory 541 - Castaic IF

ATTACHMENT D

November 19, 2009

Onicer Issued We	eapons			
a di sa	TWO IN THE SECTION STREET, STR	(1) 10 10 10 10 10 10 10 10 10 10 10 10 10		
Issued to off	icer	18 1 B		
ID# Last Name	<u>First Name</u>	Ser# Con	trol#	Comments
	Y		<u>n 9</u>	Comments
			.	
		7000	The state of the s	
	V			
			1.5	
			-	
Y			 	
	DY T			===:
V				·
			•	
				···
V				
		Issued to office	er;	
	Officer	Issued Wessess Tel	72	
***************************************	***************************************	Issued Weapons Tot	ai:	
rea Issued Weapor				
Co.#				
	Control#	Comments		
	-			
-				

Department of California Highway Patrol Complete Area Inventory 541 - Castalc IF

November 19, 2009

9	Service:		
Ser#	Area/Division Control#	Comments	
	(
Y	Y		
	PY		
444		Issued to Area/Division:	
Ser#	Control#	<u>Comments</u>	
Ser#	Control#	Comments	¥
			¥
. N. W Dev 10 1200. 103			
Ser#	Control#	<u>Comments</u>	
		Issued to Area/Division:	
		Area Issued Weapons Total:	

Area Grand Total:



OTHER SUPPORTING DOCUMENTS

541-01

THEM LOCATED

ON-SITE IN

SERVER/TELEPHONE ROOM (541).

AL. 12/15/69

Item Number

Look up by

● Tag# ○ Serial#

Look up

Asset Information

Asset # 145325

SN FOC1025X7U9

Model # CATALYST 2960

Description SWITCH

Vendor Name EVOLVE TECHNOLOGY

Warranty End 25-JUL-2007

Asset Key SWITCH.CATALYST 2960.NONE

Location 041.00.00.WW

Vehicle #

Assigned to Vehicle LC#

12/22/2009